



DEPARTMENT OF CONSUMER AFFAIRS CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF CONSUMER AFFAIRS	RELEASE DATE:	Wednesday, February 10, 2010
POSITION TITLE:	Chief of Legislation, Medical Board of California	FINAL FILING DATE:	Monday, March 1, 2010
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 7,838.00 / Month	BULLETIN ID:	02082010_2

POSITION DESCRIPTION

The Chief of Legislations performs under the administrative direction of the Executive Director of the Medical Board of California (MBC). The Chief of Legislation is responsible for developing and managing the MBC's legislative program; representing the MBC with legislators, legislative committees, the State and Consumer Services Agency, and representatives of interested parties; and for advising the 15 member Board and the Executive Director on legislative matters and for making final recommendations to the Board Members and the Executive Director on such matters. The Chief of Legislative is a member of the Executive Staff and is influential in the formation of MBC's policies and programs. The Chief of Legislation acts as a legislative advisor to the Executive Director on political implication of policy and program issues. Specific duties and responsibilities include, but are not limited to:

- Coordinate, plan, organize, and direct the legislative program; serve as the legislative liaison for the MBC.
- Identify the need for legislation; determine alternatives, develop recommendations, and identify strategies for potential legislative proposals; draft legislative language; secure a legislative author and assist with presentations.
- Testify before legislative committees, organize administrative support and accept or reject proposed modifications as they arise.
- Analyze and coordinate analysis of legislative bills affecting management of state government entities and represent the MBC and the position to the individual legislator; negotiate amendments to the satisfaction of the MBC.
- Analyze and coordinate legislation that is passed by the Legislature and sent to the Governor.
- Meet with sponsors of bills to discuss and resolve issues; meet with the press regarding the Board's position on bills and intent of sponsored legislation.
- Meet with legislators and legislative consultants to develop support for the MBC's legislation and to ensure pro-active positions on legislation.
- Prepare and deliver presentations to the MBC Board Members and Executive Staff on legislative matters.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including

the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- **Managerial Skills** – Experience demonstrating the ability to manage diverse activities, including planning, organizing and directing a program in State government. Demonstrated ability in strategic planning, policy development, leadership, supervision, and organizational awareness.
- **Program Analysis Skills** -- Experience in analyzing and coordinating analysis of legislative bills affecting management of State government entities. Must possess a working knowledge of the legislative process.
- **Communication Skills** -- Possess excellent oral and written communication skills demonstrating the ability to negotiate and communicate tactfully, and effectively interact with Board Members, the Legislature, consumer groups, HMO and hospital industry, labor unions, state agencies, the Governor's staff and special interest groups including medical associations.
- **Technical Skills** – Knowledge of the Department of Consumer Affairs' and MBC's vision, mission, and policies, current issues and trends of the medical profession, and the State and Federal legislative process.
- **Administrative Skills** – Demonstrated knowledge of the activities of a regulatory agency, the Administrative Procedures Act and the Medical Practice Act.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief of Legislation, Medical Board of California**, with the **DEPARTMENT OF CONSUMER AFFAIRS**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an application and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" and Screening Criteria noted on this announcement, and may also serve as documentation of your ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the

only basis for your final score and rank on the eligible list. Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

The Statement of Qualifications must indicate your total years of experience (and official or civil service classification – not your working title) performing each of the activities included in the screening criteria. Some of the factors that may be utilized in the evaluation are: • Education - List degrees obtained and dates received. • Number of years and the type of external contacts (e.g., Legislature, control agencies, etc). List the level, extent, and nature of those contacts. • Years of managerial experience as, or equivalent in level to, Staff Services Manager I. • Years and type of experience: making clear and convincing presentations, representing and speaking for an organizational unit, presenting to those within and outside the office, such as directors, deputy directors, agency heads and other government executives, corporate executives, legislative members and staff, the media, general public and professional groups. • Years and type of experience planning, developing and managing a complex and politically sensitive program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies. • Years and breadth of experience in strategic planning, analyzing complex program issues, and developing policies or specific solutions.

FILING INSTRUCTIONS

Application and Statement of Qualifications must be postmarked by March 1, 2010. Interagency mail received after March 1, 2010 will not be accepted. Faxed and emailed applications will not be accepted.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

DEPARTMENT OF CONSUMER AFFAIRS, Selection Services and Recruitment Section
1625 N. Market Blvd., Suite N321, Sacramento, CA 95834
Margo Cooper | (916) 574-8305 | margo_cooper@dca.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to

their scores.

The DEPARTMENT OF CONSUMER AFFAIRS reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>